

State of Rhode Island  
Department of Administration

## **INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

**TO:** Chief Payroll Officers **DATE:** December 11, 2008  
**FROM:** Louise Anderson  
Associate Controller - Operations  
**SUBJECT:** Payroll Check Change Deadline for 2008 Wages  
CPO 09-03

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Due to the fact that the last payday of calendar year 2008 is Friday, December 26, our office must begin final preparation for producing the 2008 W-2 forms by the close of business on **Monday, January 5, 2009.**

Therefore, any and all check changes involving wages paid during calendar year 2008 must be received in our office prior to **Monday, January 5, 2009.**